

Program Assistant - Temporary

POSITION DESCRIPTION:

The Minneapolis Department Civil Rights seeks for a temporary Program Assistant for 30 hours per week (not to exceed 6 months).

JOB DUTIES AND RESPONSIBILITIES:

This position will assist the Contract Compliance Division with special projects related to the City's affirmative action programs and prevailing wage, including but not limited to:

- Staff the front desk for the department and greet guests, including those coming to file discrimination or police conduct complaints.
- Provide staff support clerical services for programs.
- Participate in complex recordkeeping, including developing policies for the records.
- Compile and organize large summary data.
- Develop City's affirmative action poster.

THE REQUIREMENTS

The ideal candidate will possess:

- A high school diploma or equivalent. Some college preferred.
- Ability to communicate complex issues effectively, clearly, and concisely in both verbal and written forms.
- Ability to provide administrative support to a team.
- Cultural competence and desire to work in government.
- Proficient in computers, databases, and Microsoft Word and Excel

COMPENSATION

This position will pay \$18.09 per hour and will not be eligible for benefits.

TO APPLY

Please submit resume to contractcompliance@minneapolismn.gov no later than October 26th, 2015.

The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer.